

## **TOWN THEATRE, INC**

### **Board of Directors Meeting**

**April 16, 2015 Highland Municipal Building 6:30 PM**

#### **Pledge of Allegiance**

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

#### **Roll Call and Introductions**

Present on roll call included the following Town Theatre Board Members: Keith Bruxvoort, Bridget DeYoung, Dan Dunn, Bruce Leep, Dawn Diamantopoulos, Michael Maloney, and Tracy Oprea. Robin Carlascio and Michael Griffin were absent with notice. Attorney Carol Green-Fraley serving as attorney for the Board was also present. The following members of the public were in attendance: Chuck Haber, Lola McKay, Tom Byelick, Michele Piskol, and Rich Underkofler. Cecile Petro, Redevelopment Director, prepared the minutes of the meeting. Following roll call, Board Members introduced themselves.

#### **Minutes**

Board Member Leep made a motion to accept the minutes as written. Board Member Dunn seconded the motion. **Motion carried by unanimous voice vote.**

#### **Bylaws**

Board Member Bruxvoort made a motion to approve the latest corrected edition of the bylaws. Board Member Oprea seconded the motion. **Motion approved by unanimous voice vote.**

#### **Fiscal Agreement with the Highland Community Foundation (HCF)**

Interim President Maloney signed the Fiscal Agreement with the Highland Community Foundation. This agreement allows the HCF to accept tax-deductible charitable contributions for the restoration, operation, and maintenance of the Town Theatre. In addition, HCF will seek to establish an online capability from remote devices for receipt of bankcard (debit and credit card) payments for those same purposes.

#### **Election of Officers**

Board Members discussed when they would be prepared to vote for officers. Attorney Green-Fraley noted that the 501-c-3 tax exempt application form must include officers and cannot be filed until officers are elected and a budget is in place. There was general consensus to hold the election of officers at the June 18, 2015 meeting.

#### **Timeline for Construction and Operations**

Board Members discussed the timeline which reflected both construction and operational events. Interim President Maloney requested Board Member Carlascio be contacted and asked if she would be willing to improve the appearance of the timeline. Redevelopment Director will ask Ms. Carlascio if she can accommodate the request. The Redevelopment Commission has contracted with Actin Construction to remove the ceiling within the theatre to provide the structural engineer an adequate view of the roof

structure. Board Members also suggested that the structural engineer provide the length of time needed to either repair or replace the roof and the cost of each scenario.

### **Report from Committees**

#### **Volunteer:**

Over three hundred volunteers have signed up to be a part of the Town Theatre project. A survey is being prepared by the Volunteer Committee to acquire information from those who have volunteered. This will assist in placing volunteers in positions in which they would have the best volunteer experience and are most needed.

#### **Membership:**

Redevelopment Director Petro stated that \$2085 has been raised to date with the 2015 Founding Membership Drive. Board Members discussed the possibility of each Board Member reaching out to at least five other people to encourage them to obtain a 2015 Founding Membership. Interim President Mike Maloney appointed Board Member Tracy Oprea as Chair of the Membership Committee. She stated that her first job will be to develop goals for the committee.

#### **Publicity:**

A survey is being prepared by Purdue Calumet students to provide information on the Redevelopment Commission's plan for an Art & Cultural District encompassing the theatre. Results will be available to the Town Theatre Board for its planning purposes.

#### **Finance:**

Attorney Carol Green-Fraley reminded the Board Members that a financial statement is needed in order to apply for the 501-c-3 tax exempt status. Discussion ensued. Interim President Mike Maloney appointed Board Member Bruxvoort to chair the committee. Mr. Bruxvoort requested a copy of the revenue projections that were prepared for the presentation that was made to the Town Council in August 2014. After a review of the material, Board Member Bruxvoort will provide a draft document for the Board to review. When accepted by the Board, this will be integrated within the overall Operations Timetable.

#### **Fundraising:**

Board Member Diamantopoulos stated that she met with local artists who are working on a public art feature that would display the number of theatre volunteer hours that have provided. Board Member DeYoung suggested that pictures of volunteers working on this project would assist in publicity efforts. A suggestion was made to develop and print a banner to hang from the Town Theatre marque. No appointment of chairperson was made at this time.

Town Theatre volunteer, Tom Byelick, stated that he is organizing another fundraiser with a major talent for late summer/early fall of 2015. He asked the Board if they would consider holding the event outside of Highland due to the lack of facilities to hold a very large fundraiser. Discussion ensued. Interim President Maloney directed Mr. Byelick to contact the talent needed, explore venues outside of Highland such as Villa Cesare in Schererville, and set a date (a Thursday or Sunday night) for the event

and report back to the Board. The Board was very appreciative of Mr. Byelick's and Ms. Piskol's volunteer efforts.

#### **Town Theatre Interim Director or Professional Fundraiser**

Board Members discussed hiring an Interim Director or Professional Fundraiser earlier than the current timeline suggests of six months before the opening of the Town Theatre. Board Members cited the need to organize the many volunteer committees and to accomplish significant fundraising efforts. Board Member Dunn will develop a description of the necessary talents and skills needed for the position and Board Member DeYoung will collaborate with him on developing goals and a plan for the Board meeting in June 2015.

#### **Next Meeting**

The next meeting of the board will be Thursday, May 21, 2015 at 4:30 PM.

#### **Adjournment**

Board Member Bruxvoort made a motion to adjourn. Board Member Oprea seconded the motion.

**Motion passed by unanimous voice vote at 5:58 PM.**